

Mormon Trail CSD

Mormon Trail EA

7/1/2006 6/30/2007

MASTER AGREEMENT

MORMON TRAIL EDUCATION ASSOCIATION

AND

MORMON TRAIL COMMUNITY SCHOOL  
DISTRICT BOARD OF DIRECTORS

2006-2007

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## ARTICLE I

### RECOGNITION AND DEFINITIONS

#### A. Recognition

The Board of Directors of the Mormon Trail Community School District hereby recognizes the Mormon Trail Education Association as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument (Case No. 277) issued by the PERB on the 25th day of September, 1975.

The unit described in the above certification is as follows:

INCLUDED: Full and part-time professional staff including, but not limited to, classroom teachers, guidance counselors, librarians, school nurses, coaches and music teachers.

EXCLUDED: Administrators, supervisors, and confidential secretaries and all others excluded by Section 4 of the Act.

#### B. Definitions

The term "Board," as used in this Agreement, shall mean the Board of Directors of the Mormon Trail Community School District or its duly authorized representatives.

The term "employee," as used in this Agreement, shall mean all professional employees represented by the Association in the bargaining unit as defined and certified by the Public Employment Relations Board.

The term "Association," as used in this Agreement, shall mean the Mormon Trail Education Association or its duly authorized representative or agent.

The term "District," as used in this Agreement, shall mean the Mormon Trail Community School District or its duly authorized representatives.

## ARTICLE II

### ASSOCIATION RIGHTS

#### A. Use of Facilities

The Association and its members shall have the right to make use of school buildings and facilities at all reasonable hours for meetings and use of equipment, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies used. The building principal shall be notified in advance of the time and place of all meetings.

#### B. Communications

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards in employees' designated work areas in each attendance center. The Association may use the employees' mailboxes for communication to employees.

#### C. Access to Members

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official Association business on school property provided it does not interfere with or interrupt normal school operations.

ARTICLE III  
DUES DEDUCTION

A. Authorization

The Association shall distribute to its members a dues authorization form, in the form set forth in Schedule C, advising the members that the dues deduction is voluntary on the member's part and that the member also may terminate the dues deduction at any time by giving thirty (30) days written notice to the District and to the Association.

B. Dues

Deductions shall only include the regular periodic amounts required to maintain the employee as a member of the Association in good standing, and shall not include initiation fees, special assessments, back dues, fines, or similar items.

C. Regular Deductions

Pursuant to a deduction authorization, the District shall deduct one-tenth (1/10th) of total regular dues from the salary check of the employee each month for ten (10) consecutive months, beginning in September and ending in June of each year.

D. Prorated Deduction

Employees who begin dues deduction after September shall have the total dues prorated on the basis of the remaining months of employment through June.

E. Duration

Dues authorization shall continue in effect from year to year unless revoked in writing by a thirty (30) day notice to the District and to the Association.

F. Transmission

The District shall transmit to the Association the total monthly deductions for dues within ten (10) school days following each regular period with a list of the employees for whom deduction was made.

G. Hold Harmless

The Association agrees to indemnify and hold harmless the District, the Board, and the District's representatives from any and all claims, costs, suits, or other form of liability that might arise out of the District's agreeing to make deductions for Association dues.

## ARTICLE IV

### GRIEVANCE PROCEDURES

#### A. Definitions

1. A "grievant" shall mean an employee or group of employees or the Association filing a grievance.
2. A "grievance" shall mean a claim by a grievant that a dispute or disagreement of any kind exists involving interpretation or application of the terms of this Agreement.
3. "Days" shall mean employee work days, except as otherwise indicated. Failure of the appropriate administrator or administrative body to render a decision within the specified time limits shall permit the grievant to proceed to the next step.

#### B. Rights to Representation

If, in the judgment of the Association, a grievance exists, the Association may process such a grievance through all levels of the procedure, even though there is no individual aggrieved person who wishes to do so. Class grievances involving more than one supervisor and grievances involving an administrator above the building level may be filed by the Association at Step 2.

#### C. Individual Rights

A grievant may be represented at all pre arbitration stages of the grievance procedure by himself/herself, or, at the grievant's option, by an Association representative selected by the Association. If an aggrieved party is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

#### D. Procedure

Step 1. The parties acknowledge that it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. Within a period of twenty (20) days following the knowledge of the act or condition which is the basis of the complaint, the grievant shall present the grievance in writing to the immediately involved supervisor, who will arrange for a meeting to take place within seven (7) days after receipt of the grievance. The grievant and the Association and the supervisor shall be present for the meeting. The supervisor shall provide the grievant and the Association with a written answer to the grievance within seven (7) days after the meeting. Such answer shall include the reasons upon which the decision was based.

Step 2. If the grievant is not satisfied with the disposition of the grievance at Step 1, or if no decision has been rendered within the time line after presentation of the grievance, then the grievance may be referred to the superintendent or the superintendent's official designee. The superintendent shall arrange for a meeting with the grievant and the Association to take place within seven (7) days of the receipt of the appeal. The grievant shall have the right to include in the representation such representatives as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the superintendent will have seven (7) days to provide a written decision, together with the reasons for the decision, to the Association and to the grievant.

#### Step 3. Binding Arbitration

- a. If the grievant is not satisfied with the disposition of the grievance at Step 2, or if no decision has been rendered within the time line, the Association may, by written notice to the superintendent within fifteen (15) days after the superintendent's decision, submit the grievance to binding arbitration.
- b. Within ten (10) days after such written notice of submission to arbitration, the Superintendent and Association may attempt to agree upon a mutually acceptable arbitrator and to obtain a commitment from such arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the 10 day period, a request for a list of five (5) arbitrators shall be made to the American Arbitration Association by either party. The parties will be bound by the rules and procedures of the American Arbitration Association.



- c. The arbitrator selected will confer with the representatives of the District and the Association and hold hearings promptly and will issue a decision not later than thirty (30) days from the date of the close of the hearings; or, if oral hearings have been waived, then from the date the final statements and proofs are submitted. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning and conclusions of the issues submitted. The arbitrator will be without power or authority to make any decisions which are violative of the terms of this Agreement. The decision of the arbitrator will be submitted to the District and the Association and will be final and binding upon the parties.
- d. The cost for the services of the arbitrator, including per diem expenses, if any, and travel and subsistence expenses and the cost of any hearing room, will be borne equally by the Board and the Association. All other costs will be borne by the party incurring them.

E. Personnel Files

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

F. No Interference

Any investigation, handling or processing of any grievance or potential grievance shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the instructional staff.

## ARTICLE V

### HOURS OF WORK

#### A. Work Day

The normal work day for all full-time employees shall be from 8:00 AM to 3:45 PM per contract day.

#### B. Instructional Preparation Time

7-12 full-time employees shall have one block period (minimum of 84 minutes) every other day or oneself block period (minimum of 42 minutes) every day of preparation time. Elementary full-time employees shall have equivalent preparation time (minimum of 84 minutes) over a two-day period. Their preparation time shall not be in less than fifteen minute time periods.

#### C. Lunch and Lunch Supervision

Except in cases of emergency, employees shall have a daily, duty free lunch break of twenty (20) minutes, unless assigned to rotating noon supervision. For each day an employee is scheduled to supervise lunch duty, the district will provide one meal.

ARTICLE VI  
EMPLOYEE WORK YEAR

The regular school year shall consist of one hundred ninety-one days as follows:

1. One hundred and eighty (180) teaching days
2. Five (5) paid holidays

Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Memorial Day

No employee shall be required to perform duties on any of the above holidays.

3. Six (6) In-service or non student contact work days

In addition, newly appointed employees will be required to attend one (1) day of orientation.

## ARTICLE VII

### SICK LEAVE OF ABSENCE

Employees shall be granted paid sick leave for personal illness or injury in the following amounts:

1st. year of employment.....	10 days
2nd. year of employment.....	11 days
3rd. year of employment.....	12 days
4th. year of employment.....	13 days
5th. year of employment.....	14 days
6th. and subsequent years of employment	15 days

Sick leave days may be accumulated to a maximum of one hundred eighty (180) days (including the current year's allotment). On illness or injuries requiring three (3) or more consecutive days of absence from work, a doctor's verification needs to be turned into the superintendent's office upon the employee's return to work.

The above amounts shall apply only to consecutive years of employment in the District.

An employee who is unable to work because of personal illness or injury and who has exhausted all paid sick leave available shall be granted a leave of absence without pay for the balance of the school year in which accumulated sick leave is exhausted. The employee may continue insurance benefits at his or her own expense during the period of unpaid leave.

## ARTICLE VIII

### LEAVES OF ABSENCE

#### A. Personal Leave

Employees shall be granted up to two (2) days of paid personal leave each year for personal business. This leave shall not be taken during the last five days of school except in the case of emergency and at the discretion of the building principal. This leave shall not accumulate. Employees not using personal leave will receive \$25 for each day of unused personal leave, at the conclusion of the work year.

#### B. Family Emergency Leave

Employees shall be granted up to five (5) days of paid emergency leave each year, as approved by the building principal, for illness, injury or birth of a spouse, child, mother, father, brother, sister, grandparent, grandchild, parent-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law. Emergency leave shall not accumulate. Employees not using emergency leave will receive \$25 for up to two days of unused emergency leave, at the conclusion of the work year.

#### C. Bereavement Leave

Employees shall be granted up to five (5) days of paid leave in the event of the death of an employee's spouse, child, mother, father, brother, sister, or grandparent. Employees shall be allowed up to three (3) days paid leave for the death of a parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparent-in-law. One day of paid leave shall be granted in the event of the death of other relatives and/or friends. This provision may be used three times.

#### D. Professional Leave

Employees shall be granted two (2) days of paid leave each year for the purpose of visitation to view other instructional techniques or programs, to attend conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions, for in-service visitation, or if elected an officer of their professional organization. Additional days may be approved by the building principal. Professional leave must be approved in advance by the building principal and shall not accumulate.

E. Jury Duty

An employee who is called for jury duty during school hours shall be permitted to be absent from duties without loss of pay. Pay received for jury duties shall be turned over to the District.

F. Other Leave

Absence without pay may be authorized by the superintendent.

G. Outside Teaching

A one year leave of absence without pay may be granted to an employee who joins VISTA, or the National Teachers Corps or who serves as a teacher in any domestic or overseas program or institution. Upon return from such leave, the employee shall be placed at the same position on the salary schedule and maintain the same fringe benefits as he/she would have accrued had such leave not been taken.

H. Educational Improvement

A one year leave of absence without pay shall be granted to an employee for the purpose of engaging in study at an accredited college or university. Upon return from such leave, the employee shall be placed at the same position on the salary schedule and maintain the same fringe benefits as he/she would have accrued had such leave not been taken.

I. Emergency Leave Bank

1. Creation. A voluntary Emergency Leave Bank will be from personal leave days donated by certified employees:
  - \* for unusual family illness situations which qualify under Article VIII, Section B of the Master Contract.

Enrollment will take place prior to September 15, or if an employee is hired by the district after the start of the school year, within twenty (20) days after beginning employment with the district. This enrollment will be the responsibility of the superintendent and the association jointly.

2. Eligibility.

- a. In the case of serious long-term illness of member's immediate family (parent, spouse, or child), when a member has used all family leave and personal leave, he/she may request leave from the bank.
- b. The member shall make application to the superintendent. The superintendent and the association officers shall review the application and shall determine whether to grant the request.

11.

- c. The following criteria will be used in evaluating leave applications: 1) Is the family illness serious enough to require the absence of the employee? 2) Have all other family leave and personal days been used? 3) Does it qualify as emergency Family Leave? District policies and the Master Contract will be followed.

3. Contributions.

Each year members may contribute as many personal days to the district Emergency Leave Bank account as they desire. Once personal leave has have been contributed, the employee forfeits those days.

4. Limitations.

The bank of days in the Emergency Leave Bank is intended for long -term family illness only.

5. Utilization.

The number of days available for any one member, in any one year, will be limited to the number of days: a) available in the ELB; and 2) the number of days approved under 2b above. Each year an accounting of the bank will be provided to the association through it's officers.

6. Duration.

This clause will sunset in three years (June 2007). Leave records will be analyzed to determine whether or not an increased use of undocumented sick leave occurs. If such is the case, the Emergency Leave Bank will be discontinued. If such is not the case, the Emergency Leave Bank will be continued for another three-year period, again to be followed by a review of staff leaves.

## ARTICLE IX

### ASSOCIATION LEAVE OF ABSENCE

The Board shall grant the Mormon Trail Education Association three (3) days of paid leave for the purpose of transacting Association business by its officers and/or representatives. The Association will be required to give three (3) days advance notice of use of this leave to the superintendent and the building principal.

## ARTICLE X

### EVALUATION PROCEDURES

#### A. Evaluation Procedures:

1. The building principal or a designated representative of the employer shall acquaint each employee with the formal evaluation procedure. No formal evaluation shall take place until such orientation.
2. Each employee shall be formally observed by his/her employer for the purpose of evaluation at least two (2) times during his/her first semester of employment; at least one (1) time during the employee's second semester of employment; and at least once every year for the remaining period of probation. Each employee no longer on probation shall be observed by his/her employer at least once every three (3) years for the purpose of formal evaluation.
3. Observation of an employee shall be followed by a conference between the employee and the employer. The conference shall be held within ten (10) school days of the observation.
4. Evaluation shall then be reduced to writing and a copy given to the employee within twenty (20) school days following the last classroom observation to be included in the evaluation.
5. Copy of the evaluation shall be signed by both parties and both parties shall retain a copy.
6. Employee signature does not necessarily mean agreement with the evaluation, but rather awareness of the contents.
7. If the employee feels his written evaluation is incomplete, inadequate or unjust he may, within ten (10) days of the conference, put his objection in writing and have it attached to the report and become an addendum to the evaluation form.
8. The written objection shall likewise be signed by both parties and both parties shall retain a copy.



9. Additional evaluation of employees may occur through informal observations by the employer. It may not be deemed necessary to reduce such evaluations to writing, and a verbal discussion between the employee and the employer, concerning the informal observance, may suffice. If a written evaluation is deemed necessary by the employer, procedures 3 and 4, as outlined above shall be followed.
10. Any complaints directed toward an employee which are placed in the personnel file are to be promptly called to the teacher's attention in writing. After five years, the teacher may request that the complaint be reviewed and a letter stating whether the complaint is still a concern or not be attached to the original document.

## ARTICLE XI

### TRANSFER PROCEDURES

#### A. Definition

The movement of an employee to a different grade level, subject area or building shall be considered a transfer.

#### B. Notification of Vacancies

When school is in session, a notice of an opening creating an opportunity to transfer shall be posted in all buildings at the time the District advertises for the position, or if the District is not advertising, at least five (5) days before the position is to be filled.

#### C. Voluntary Transfers

Any employee possessing the necessary qualifications may apply for consideration for any posted vacancy. Such applications must be in writing and delivered to the superintendent by the date specified on the posted notice. Applicants shall have at least five (5) days to apply after the notice is posted. An application must be made each time an opportunity is posted, and applications shall not carry over from one opportunity to transfer to another. All applications for transfer shall be considered along with applications from non employees. The filling of the vacancy shall be based upon the needs of the District as determined by the Board, giving consideration to the certification, evaluations, experience in the subject area and/or grade level, educational preparation, and seniority of the applicants.

#### D. Involuntary Transfers

If the District deems it advisable to transfer an employee and such transfer is not desired by the employee, the administration will afford the employee the opportunity of a meeting to discuss the transfer in advance of its implementation. The involuntary transfer shall be based upon the needs of the District as determined by the Board, giving consideration to the certification, evaluations, experience in the subject area and/or grade level, educational preparation and seniority of the person to be transferred. An employee being involuntarily transferred shall not be reduced in compensation.

## ARTICLE XII

### STAFF REDUCTION PROCEDURES

#### A. Layoffs

1. If a position is to be eliminated, the District shall give notification of layoff to the least senior employee in this position in the following categories: Grades K-6; Grades 7-12 within each subject category.
2. An employee who is notified of layoff will have the right to displace any less senior employee whose work he/she is certified to perform and who is in the same category, unless the notified employee has previously taught in the District in the other category. Written notice of intent to exercise this right must be given to the superintendent, with a copy to the Association within three (3) school days after the employee gives such notification, the superintendent will notify the less senior employee that he/she is to be displaced.
3. An employee who is to be displaced pursuant to this Section will have the same displacement rights vis-a-vis less senior employees as an employee who is to be laid off pursuant to Paragraph 2 above.

#### B. Seniority

For the purpose of this Article, seniority will be computed from an employee's total years of teaching in the District. When seniority is equal between or among employees, ranking of these employees shall be determined by the evaluation by the Administration.

#### C. Recall

1. If there is a vacancy in a teaching position, laid off employees who are certified to perform the work in question will be recalled in the order of the person with the most seniority being recalled first.
2. If a laid-off employee has displaced another teacher or has been recalled to a position other than that held immediately prior to layoff, the employee will remain eligible for recall in accordance with the provision of Paragraph 1 of this Section.

3. An employee who is laid off will remain on the recall list for two (2) years after the effective date of layoff unless the employee waives recall rights in writing.

D. Benefits

All benefits to which an employee was entitled at the time of the layoff, including unused accumulated sick leave, will be restored to the employee upon return to active employment.

E. Compliance

Notwithstanding any other provision in the Agreement, no vacancy in a teaching position will be filled by the Board and no work previously performed by employees in a teaching position shall be performed by any other person, until the procedures set forth in this Article have been complied with.

## ARTICLE XIII

### INSURANCE

#### A. Health and Major Medical - DXL

The Board agrees to pay the full single premium for a PPO 750 plan for all eligible employees contracted for thirty (30) hours or more per week. The Board will pay one-half (1/2) of such premium for all eligible employees contracted twenty (20) hours or more per week but less than thirty (30) hours per week, with the balance to be deducted from the employee's pay check. The Board will also contribute one hundred ten dollars (\$110) per month toward either family medical insurance or a tax-sheltered annuity.

Employees who opted out of single insurance coverage during the 2002-2003 school year will continue to receive either an annuity or cash equal to 85% of the single premium each year that they continue to opt out of participation in the group medical plan. This amount shall be capped at 85% of the 2003-2004 single premium (\$323.78 per month). All other employees will be required to participate in the group medical plan.

#### B. Dental

The Board agrees to pay the full single premium for dental coverage for all eligible employees contracted for thirty (30) hours or more per week.

#### C. Life and AD & D

The Board agrees to pay the premium for all eligible employees contracted for thirty (30) or more hours per week for \$10,000 group term life insurance with \$10,000 coverage for accidental death and dismemberment insurance.

#### D. Income Disability

The Board will provide an income disability plan with benefits up to 60% of an employee's salary subject to a 90 day waiting period and carrier designated exclusions and coverage interplays.

## ARTICLE XIV

### WAGES AND SALARIES

#### A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in Schedule A, which is attached hereto and made a part hereof.

#### B. Placement on Salary Schedule

1. Educational Lanes. Employees shall be placed on the educational lane in accordance with their official transcripts on file with the District and in accordance with the following:

B.A. Lane.....	Bachelor's Degree.
B.A. + 15 Lane.....	Bachelor's Degree plus a minimum of 15 approved hours earned after the Bachelor's Degree in the employee's teaching assignment.
B.A.30/ M.A. Lane.....	Bachelor's Degree plus a minimum of 30 approved hours earned after the Bachelor's Degree in the employee's teaching assignment. Master's Degree in the employee's teaching assignment.
M.A. + 15 Lane.....	Master's Degree plus a minimum of 15 approved graduate level hours earned after the Master's Degree in the employee's teaching assignment.

2. Experience Steps. Employees shall be placed on the experience step in accordance with their official records on file with the District. Employees shall be given credit for up to twelve (12) years (not retroactive) of prior teaching experience in an accredited K-12 district and shall be given one (1) year of credit for each year of teaching in the Mormon Trail Community School District. A year of teaching consists of at least ninety (90) consecutive teaching days in one school year.

#### C. Advancement on Salary Schedule

Educational Lanes. Employees on the regular salary schedule who move from one educational lane to a higher educational

lane shall move to the corresponding step on the higher lane, not to exceed one vertical step per year. For an employee to advance from one educational lane to another, the employee must file suitable evidence of approved additional educational credits with the superintendent no later than September 15 and pay adjustment shall be retroactive to the beginning of the school year.

D. Methods of Pay

Each employee shall be paid in twelve (12) equal installments on the 20th of each month. Employees shall receive their checks at their regular building assignment unless otherwise designated by the employee.

When a pay date falls on or during a school holiday, vacation period, or weekend, employees shall receive their paychecks on the last previous work day.

Employees who are new in the teaching profession may, at their option, elect to receive up to fifty (50) percent of the first salary installment after the completion of the first ten (10) work days. Such request shall be given to the Board Secretary by the employee at the beginning of the school year. The balance of the first salary installment shall be paid on the regular pay period.

E. Summer Checks

Summer checks shall be mailed to the address designated by the employee.

F. Resignations

An employee submitting a letter of resignation after May 15 for the next year shall be released only if suitable replacement is hired and upon payment of actual costs not to exceed five hundred (\$500) dollars to cover the costs of hiring a replacement. The Board may waive this provision.

G. Prep Period Substitute Teacher Pay

Secondary teachers (7-12) shall receive  $\frac{1}{8}$  of the substitute teacher's pay for each prep period they teach when substitutes can not be hired. They shall be paid after each eight substitutions. Elementary teachers (K-6), when asked to keep their class when a specials teacher (P.E., Library, Music, Guidance, Computer, etc.) is absent, shall receive  $\frac{1}{12}$  of a substitute teacher's pay for each 30 minute specials class they they cover. They shall be paid after each 12 substitutions. At the end of the year, they will receive the percent of a substitute teacher's pay for any time less than a full day's pay that they have substituted. The principal's office shall keep track of the number of times each teacher substitutes.

**SCHEDULE A  
TEACHER SALARY SCHEDULE  
2006-2007**

Steps	Exp.	BA	#Tchrs BA 15	#Tchrs	BA30/MA	#Tchrs MA15
1	0	\$25,900.00	\$26,525.00		\$27,150.00	\$27,875.00
2	1	\$26,400.00	\$27,050.00		\$27,700.00	\$28,450.00
3	2	\$26,900.00	\$27,575.00		\$28,250.00	\$29,025.00
4	3	\$27,400.00	\$28,100.00		\$28,800.00	\$29,600.00
5	4	\$27,900.00	\$28,625.00		\$29,350.00	\$30,175.00
6	5	\$28,400.00	\$29,150.00		\$29,900.00	\$30,750.00
7	6	\$28,900.00	\$29,675.00		\$30,450.00	\$31,325.00
8	7	\$29,400.00	\$30,200.00		\$31,000.00	\$31,900.00
9	8	\$29,900.00	\$30,725.00		\$31,550.00	\$32,475.00
10	9		\$31,250.00		\$32,100.00	\$33,050.00
11	10		\$31,775.00		\$32,650.00	\$33,625.00
12	11				\$33,200.00	\$34,200.00
13	12				\$33,750.00	\$34,775.00
14	13				\$34,300.00	\$35,350.00
15	14					\$35,925.00

Provision I. Employees who have reached the maximum of their educational lane shall receive an annual longevity step.

\$500.00	\$525.00	\$550.00	\$575.00
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**SCHEDULE B**  
**SUPPLEMENTAL PAY GUIDE**  
**2006-2007**

Base = \$24,425.00

<b>HIGH SCHOOL</b>	<b>% Of Base</b>	
Instrumental Music	5.00%	\$1,221.25
Vocal Music	6.00%	\$1,465.50
Head Football	10.00%	\$2,442.50
Head Boys' Basketball	10.00%	\$2,442.50
Head Girls' Basketball	10.00%	\$2,442.50
Head Baseball	10.00%	\$2,442.50
Head Softball	10.00%	\$2,442.50
Girls' & Boys' Golf	7.00%	\$1,709.75
Girls' & Boys' Track	9.00%	\$2,198.25
Volleyball	10.00%	\$2,442.50
Assistant Football	7.00%	\$1,709.75
Assistant Boys' Basketball	7.00%	\$1,709.75
Assistant Girls' Basketball	7.00%	\$1,709.75
Assist. Volleyball	7.00%	\$1,709.75
Yearbook	7.00%	\$1,709.75
Speech Contest	3.00%	\$732.75
Newspaper	3.00%	\$732.75
Drama (3)	2.50%	\$610.63 each
Student Council	1.00%	\$244.25
Freshman Class Sponsor (2)	1.00%	\$244.25 each
Sophomore Class Sponsor (2)	1.25%	\$305.31 each
Junior Class Sponsor (3)	1.50%	\$366.38 each
Senior Class Sponsor (2)	1.00%	\$244.25 each
FCCLA	3.00%	\$732.75
National Honor Society	1.00%	\$244.25
Activities Director	12.00%	\$2,931.00
Academic Bowl Advisor	1.00%	\$244.25
Technical Asst., Drama (3)	1.00%	\$244.25 each
<b>Junior High School</b>		
Football	6.00%	\$1,465.50
Boys' Basketball	6.00%	\$1,465.50
Girls' Basketball	6.00%	\$1,465.50
Girls' & Boys' Track	5.00%	\$1,221.25
Volleyball	5.00%	\$1,221.25

H. Extra Duty.

All work beyond the regular contract will be paid at \$16.00 per hour.

I. Additional Days

Any additional days for professional development above the 191 contract days shall be paid per diem.

ARTICLE XV

SUPPLEMENTAL PAY

A. Schedule B

Employees participating in extra-curricular activities which extend beyond the contracted work day shall be compensated according to the rate of pay in Schedule B, which is attached. Supplemental pay scale will reflect the current base each year.

B. Activity Assignments

Each employee shall be assigned no more than three (3) school activity events during the school year. Employees shall have the opportunity to sign up for the area they wish to work, and the administration shall assign such preferred activities in so far as possible.

The Board agrees to pay \$10.00 for working each of the following events: Jr. and Sr. High events, scorekeeper for football, basketball and volleyball and high school play.

C. Employee Travel

Employees that are assigned to travel during the work day will be compensated at the current state rate per mile (according to Department of Education guidelines) from their first school assignment to their last school assignment only if the last assignment requires the employee to return to the previous school due to residency.

D. Employee Physicals

All new employees required by the school district to have a physical examination shall be reimbursed thirty (30) dollars per physical. All employees shall have a physical on file in the district office.

E. Conference Activity Passes

If the conference issues passes which shall admit employees and their guests to all conference activities, these will be shared by the employees as equitably as possible.

F. Tuition Reimbursement for Approved Coursework

Employees who plan to enroll in a course at an accredited college or university which meets the requirements listed below and who desire reimbursement for such course must file notification of enrollment with the Superintendent prior to beginning such coursework.

Approved courses shall be those:

- \* which allow an employee to meet certification requirements for a current teaching position or to become eligible for a reading endorsement; OR WHICH
- \* have a theory and research base designed to increase student achievement as required by the State of Iowa and by the Mormon Trail Community School District in its Continuous School Improvement Plan; OR WHICH
- \* are a part of the requesting teacher's program for an advanced degree in his or her current teaching field to which she or he have been admitted by an accredited college or university.

Once coursework is approved by the Superintendent and completed by the certified staff member, the employee shall submit evidence to the Superintendent of successful course completion and receive reimbursement from the Board in the amount of \$50.00 per semester hour with a maximum of three (3) semester hours per school year.

ARTICLE XV - Section F: Tuition Reimbursement for Approved Coursework

NOTIFICATION OF COURSE ENROLLMENT AND APPROVAL FORM

Teacher \_\_\_\_\_

Date of Request \_\_\_\_\_

Course Title \_\_\_\_\_

Semester Hours \_\_\_\_\_

College/University \_\_\_\_\_

I attest that the above-listed coursework (check one of the following):

\_\_\_\_\_ will allow me to meet certification requirements for a current teaching position or to become eligible for a reading endorsement.

\_\_\_\_\_ has a theory and research base that is designed to increase student achievement as required by the State of Iowa and by the Mormon Trail Community School District in its Continuous School Improvement Plan.

\_\_\_\_\_ is a part of my program for an advanced degree in my current teaching field to which I have been admitted.

Narrative: Please provide detailed information about your proposed coursework and how it satisfies the requirement that you checked above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Superintendent's Approval

\_\_\_\_\_  
Date

Upon evidence of successful completion of approved coursework, the employee shall submit evidence to the Superintendent of course completion and receive reimbursement from the Board in the amount of \$50.00 per semester hour with a maximum of three (3) semester hours per school year.

\_\_\_\_\_  
Superintendent's Approval

\_\_\_\_\_  
Date of Payment

SCHEDULE C

DUES DEDUCTION AUTHORIZATION FORM

NAME \_\_\_\_\_

I hereby request and authorize the Board of Directors of the Mormon Trail Community School District, as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues which amount is to be remitted each month for me and on my behalf to the treasurer of the Mormon Trail Education Association.

It is understood that this authorization shall begin on the first payroll period following this date and shall continue through June from the date hereof, and shall thereafter continue for successive periods of one (1) year unless revoked in writing by a thirty (30) day notice to my employer and to the Association.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Social Security No. \_\_\_\_\_

SCHEDULE D

GRIEVANCE FORM

MORMON TRAIL COMMUNITY SCHOOL DISTRICT

# \_\_\_\_\_

Name of  
Grievant: \_\_\_\_\_

STEP I

A. Date Alleged Violation Occurred: \_\_\_\_\_

B. Section(s) of Agreement Alleged to Be Violated \_\_\_\_\_

C. Statement of Grievance (Facts and Reasons Leading  
Grievant to Believe the Agreement has been  
Violated): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Remedy Sought: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date filed with Principal

E. Date of Step 1 Conference: \_\_\_\_\_

F. Disposition by Principal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date Disposition Given to  
Grievant and Association

STEP II

- A. \_\_\_\_\_  
Signature of Grievant                      Date Received by  
   Superintendent
- B. Date of Step 2 Conference: \_\_\_\_\_
- C. Disposition by Superintendent or Designee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date Disposition Given to  
Grievant and Association

STEP III

- A. \_\_\_\_\_  
Signature of Grievant                      Signature of Association  
   Representative
- B. \_\_\_\_\_  
Date Submitted to Arbitration

EMERGENCY LEAVE BANK DONATION

2006-2007

I wish to donate \_\_\_\_\_ days of 2006-2007 personal leave to the  
Emergency Leave Bank.

\_\_\_\_\_ Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Business Manager Signature



ARTICLE XVI

DURATION AND SIGNATURES

A. Duration Period

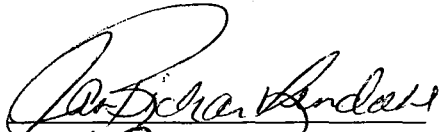
This 2006-2007 Agreement shall be effective as of the first day of the school year and shall continue in force until the first day of the 2007-2008 school year.

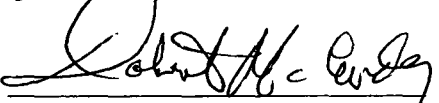
The Agreement shall automatically continue in force and effect for equivalent periods, except as may be amended, modified, or substituted for during future negotiation sessions.

B. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiators, and their signatures placed thereon, all on the 4th day of May 2006.


MORMON TRAIL COMMUNITY  
SCHOOL DISTRICT

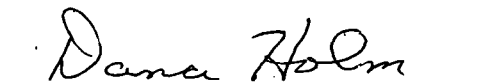
  
President

  
Chief Negotiator

5-4-06  
Date

MORMON TRAIL EDUCATION  
ASSOCIATION

  
President

  
Chief Negotiator

4 May 06  
Date